



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! Is: **GSAAdvantage.gov**.

SCHEDULE 871: **Professional Engineering Services (PES)**
SPECIAL ITEM NO: **871 7 and 871 7 RC– Construction Management**
CONTRACT NUMBER: **GS-10F-0454X**
CONTRACT PERIOD: **August 30th 2011 – August 29th 2016**



Contract Holder
GS-10F-0454X

Contractor

Chen and Associates Consulting Engineers, Inc.
500 W Cypress Creek Rd, Suite 410
Fort Lauderdale, FL 33309-6156

Telephone: 954-730-0707
Fax: 954-730-2030
Email: pmoore@chenmoore.com
Website: www.chenmoore.com

Contract Administrator: Peter Moore
Business Size: Small Minority Owned

- 1a. Table of awarded special item numbers--**
SIN 871 7 and 871 7 RC– Construction Management.
- 1b. Labor rates:** Please see **Appendix A for Labor rates.**
- 1c. Labor Category Description:** Please see **Appendix B**
- 2. Maximum order:** The maximum order threshold value per order for all Professional Engineering Services will be \$1,000,000. Clients may request discounts for orders above \$1,000,000.
- 3. Minimum order: \$100.00**
- 4. Geographic coverage (delivery area) – 48 Contiguous States and the District of Columbia.**
- 5. Points of production- Ft Lauderdale, FL.**
- 6. Discount from list prices or statement of net price.** All prices listed are net prices.
- 7. Quantity discounts- Not applicable.**

8. Prompt payment terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Government purchase cards are accepted for all purchases

9b. Government purchase cards are accepted above the micro-purchase threshold

10. Foreign items –Not Applicable.

11a. Time of delivery – TBD at task order

11b. Expedited Delivery – TBD at task order

11c. Overnight and 2-day delivery – TBD at task order.

11d. Urgent Requirements – Not Applicable.

12. F.O.B. point- Destination

13a. Ordering addresses:

Chen and Associates Consulting Engineers Inc

500 W Cypress Creek Rd, Suite 410

Fort Lauderdale, FL 33309-6156

Telephone: 954-730-0707

Fax: 954-730-2030

13b. Ordering Procedures – The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>).

14. Payment address-

Chen and Associates Consulting Engineers Inc.

500 W Cypress Creek Rd, Suite 410

Fort Lauderdale, FL 33309-6156

Telephone: 954-730-0707

Fax: 954-730-2030

15. Warranty provision- N/A

16. Export packing charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance:

Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.

18. Not Applicable.

19. Not Applicable.

21. List of service and distribution points – Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable.

24a. Environmental attributes; e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.: Company's products and services comply with Section 508.

25. Data Universal Number System (DUNS) number – D&B LISTED - 859459547

26. Central Contractor Registration (CCR) database: Chen Moore and Associates Consulting Engineers Inc., is CCR Registered.

27. Uncompensated Overtime: Chen Moore and Associates Consulting Engineers labor rates were developed utilizing uncompensated overtime for exempt employees. All hours delivered will be at the rates reflected in the price list.

Corporate Experience and Background

Chen Moore and Associates is a multi-discipline consulting firm that is a Florida State and local certified SDBE firm located in Miami-Dade, Broward, and Palm Beach Counties. Chen Moore and Associates, founded in 1986, has grown to a staff of 28 full-time personnel. The firm has successfully completed a wide range of projects involving the planning, design and construction in a multitude of disciplines including:

- Value Engineering
- Project and Program Management
- GIS Analysis and Mapping
- Landscape Architecture
- Site Plan Approvals
- Irrigation Design
- Wastewater Collection, Transmission, Treatment, Reuse and Disposal
- Pump Station Design and Rehabilitation
- Water Supply, Treatment, and Distribution
- Modeling and Permitting of Drainage, Water Distribution, and Sewer Collection
- Construction Administration
- Utility Rate, Infrastructure Valuation and Annexation Studies
- Grant and Loan Services
- Stormwater System Design and Master Planning
- Neighborhood Improvement Projects
- Transportation, Streetscaping and Traffic Improvements

Project Experience

Broadview Park Neighborhood Improvement Project, Broward County, FL

The Broadview Park Neighborhood Improvement Project (BPNIP) was the last of the Neighborhood Infrastructure Improvements projects to be carried out by Broward County in the unincorporated areas. Chen Moore and Associates was selected as the prime consultant for the Basis of Design Report (BODR) and to design and administer the construction of improvements to subsequent bid packages. The four Bid Packages address water, sanitary sewer and drainage improvements, while introducing sidewalks and enhancing the community's roadway and landscape.

The first two Bid Packages included replacing an entire existing water system, as it was formerly a private utility, and constructing three new lift stations, thousands of linear feet of gravity sewer, force mains, drainage improvements, roadway restoration and new sidewalks. The gravity sewer system was designed using a GIS capacity analysis tool that calculated and summarized the flow rates for each parcel in the service area. GIS was utilized during construction to track resident complaints, track the work that had been completed and estimate the Contractor's variance from the original schedule.

The third and fourth Bid Packages addressed the sanitary sewer and drainage improvements, as well as



improvements to the community's sidewalks, roadway and landscape.

City Center Right of Way Improvement Project, Miami Beach, FL

Chen Moore and Associates is the prime consultant and was responsible for providing surveying, planning, geotechnical investigation, design, permitting, preparation of construction documents, bid and award and construction engineering and inspection services for infrastructure improvements within the public right of way areas of the City Center neighborhood of Miami Beach. The project encompasses approximately 24,000 LF of ROW infrastructure improvements including water main replacements, sanitary sewer upgrades, stormwater drainage improvements, paving & grading, streetscaping



enhancements, landscaping improvements, lighting improvements, and roadway reconstruction. Due to the existing mixed residential and commercial environment of this neighborhood, special design efforts were made to incorporate walkable community elements including meeting all ADA requirements, providing street furniture, providing bicycle paths, upgrading sidewalks, incorporating specialty treatments at crosswalks, landscaping improvements with specialized tree wells to provide a walkable surface and bulb outs to increase pedestrian friendliness and safety. This project also required extensive coordination with the Public, adjacent CRAs, historic districts and various regulatory agencies.



Public Safety Training and Technology Center, Coral Springs, FL

Chen Moore and Associates served as the program managers for the Coral Springs Public Safety Training and Technology Center. This project involved the design and construction of a multiuse facility that will benefit the City of Coral Springs in numerous ways. This facility will allow for enhanced training opportunities for the City's Police and Fire Departments, as well as the Coral Springs Fire Academy. The 22,401 sq. ft. facility houses multi-purpose classrooms, fire and police administrative space for instructors, and fire apparatus training bays. This project is unique in that the building was completed at just two floors tall, but was designed with the intention of later adding a third level.



Fire Station #3, Fort Lauderdale, FL

Chen Moore and Associates provided site development services for the replacement of Fire Station 3 in the City of Fort Lauderdale. This project involved full site planning and engineering design, including paving, grading, drainage, water and wastewater design. The project was complicated by the fact that the City constructed the new station on the same site as the existing station, so there was a partial drainage certification utilizing temporary storage. The project was completed on time and on budget.



Design/Build Transfer Station, Key West, FL



Chen Moore and Associates was the lead design consultant for the design/build project of the new Key West Solid Waste Transfer Station. The project consisted of development of approximately four acres of vacant land in Rockland Key, Monroe County. The transfer station included a transfer building with truck tunnels, a corrugated cardboard recycling building, office and maintenance building, scale house with truck scale platforms and inspection area, leachate storage tank and retaining walls. The state-of-the-art transfer station replaces the aging Southernmost Waste to Energy facility on Stock Island, providing the capacity to handle the city's needs for at least the next 20 to 30 years.

The overall design of the Solid Waste Transfer Station in Key West required retaining walls along the proposed roadway/driveway. As such, design plans were prepared for a cast in place reinforced concrete to handle WB-67 truck loads.



Appendix A – Awarded Rates

Labor Category	Min Education n	Min Experience	PES Offered
Principal	BA	10	\$205.24
Senior Project Manager	BA	6	\$151.49
Senior Professional	BA	4	\$116.42
Senior Inspector	HS	4	\$122.17
Project Professional	BA	2	\$97.73
Professional	BA	0	\$83.07
Inspector	HS	0	\$86.00
Technician/CADD Designer	HS	0	\$73.30
Clerical	HS	0	\$58.64

Appendix B

Labor Category Descriptions

Principal: Education: Bachelor or higher degree in engineering, planning, or architecture. Qualification: Registered professional engineer (PE), registered planner (AICP), licensed architect (AIA) or registered landscape architect (RLA). Job Description: Have 10 or more years of progressive professional, marketing and project and business management experience. Demonstrate ability to do independent professional work in the field(s) specialized. Demonstrate ability to supervise multiple teams of professionals and provide department fiscal control. An owner of the firm. Specific tasks include: Overall fiscal responsibility for the firm. Design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

Senior Project Manager: Education: Bachelor or higher degree in engineering, planning, or architecture. Qualification: PE, AICP, AIA, or RLA. Job Description: Have 6 or more years of progressive professional and project management experience. Demonstrate ability to do independent professional work in the field(s) specialized. Demonstrate ability to supervise project team members and project fiscal control. Potential to become an owner of the firm. Specific tasks include: Overall project responsibility for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.). Providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis. Establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and

resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility, to include commissioning of fire protection and life safety systems and equipment. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests. Review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government. Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

Senior Professional: Education: Bachelor or higher degree in engineering, planning, or architecture. Qualification: PE, AICP, AIA, or RLA. Job Description: Have 4 or more years of progressive professional and project management experience. Demonstrated ability to do independent professional work in the field(s) specialized. Demonstrate ability to work with others as a project team member. Specific tasks include: Supervisory design support for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.). Providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis. Establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of

disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility, to include commissioning of fire protection and life safety systems and equipment. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests. Review disputes and claims from the A/E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government. Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

Project Professional: Education: Bachelor in engineering, planning, or architecture. Qualification: Engineer Intern (EI) for engineers or degree qualified to sit for registration exam in requisite field for all other disciplines. Job Description: Have 2 or more years of progressive professional. Demonstrated ability to do professional work in the field(s) specialized under a PE, registered planner, AIA, or RLA. Demonstrate ability to work as a project team member. Specific tasks include: Design support for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings;

and performing market studies (material availability, contractor interest, etc.). Providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis. Establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility, to include commissioning of fire protection and life safety systems and equipment. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests. Review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government. Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

Professional: Education: Bachelor in engineering, planning, or architecture. Qualification: degree qualified to sit for registration exam in requisite field. Job Description: No full time professional experience required, but preferably with 2 or more years of intern experience. Demonstrate ability to do professional work in the field(s) specialized under the supervision of a PE, registered planner, AIA, or RLA. Specific tasks include: Design support for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.). Providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis. Establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility, to include commissioning of fire protection and life safety systems and equipment. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests. Review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting

information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government. Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

Senior Inspector: Education: High School or higher degree. Qualification: General contractor license required. Ability to operate a motor vehicle and owns a license. Job Description: Four or more years of field inspection experience required. Ability to produce construction observation reports without supervision. Demonstrate ability to supervise and management of a team of inspectors. Specific tasks include: scheduling of and/or quality control for testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations. Support service for the review of disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government. establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous

material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

Inspector: Education: High School or higher degree. Qualification: No registration required. Ability to operate a motor vehicle and owns a license. Job Description: Ability to read instructions and write construction observation reports. Demonstrate ability to work under the supervision of a senior inspector. Specific tasks include: scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Provide testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

Technician/CADD Designer: Education: High School and AutoCAD training. Qualification: AutoCAD software certificate. Job Description: Ability to read instructions and operation of AutoCAD software. Demonstrate ability to work under the supervision of a professional. Specific tasks include: Provide CADD and GIS Support for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

Clerical: High School or higher degree. Qualification: No registration required. Ability to operate office software in either general office work, marketing, and /or accounting. Job Description: Ability to read instructions and operate appropriate software for the job requirements. Demonstrate ability to work under the supervision of management and professional. Specific tasks include: clerical support for design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.). scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards;

coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance. Provide testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.